

Important Advisory

Please allow plenty of time to submit your e-bid before the bid closing deadline. BC Bid recommends using either Internet Explorer or Google Chrome to submit your bid response, and the site requires that your browser accepts cookies and pop-ups, and has JavaScript enabled. You may experience difficulties using the system with other browsers. The BC Bid help desk is available to assist you should you encounter difficulties, at 250 387-7301.

Subscribers to the BC Bid e-Bidding Service can submit bids electronically on eligible opportunities. This guide describes how to submit an e-Bid on Province of British Columbia Invitation to Quote forms.

Step 1 – Log On

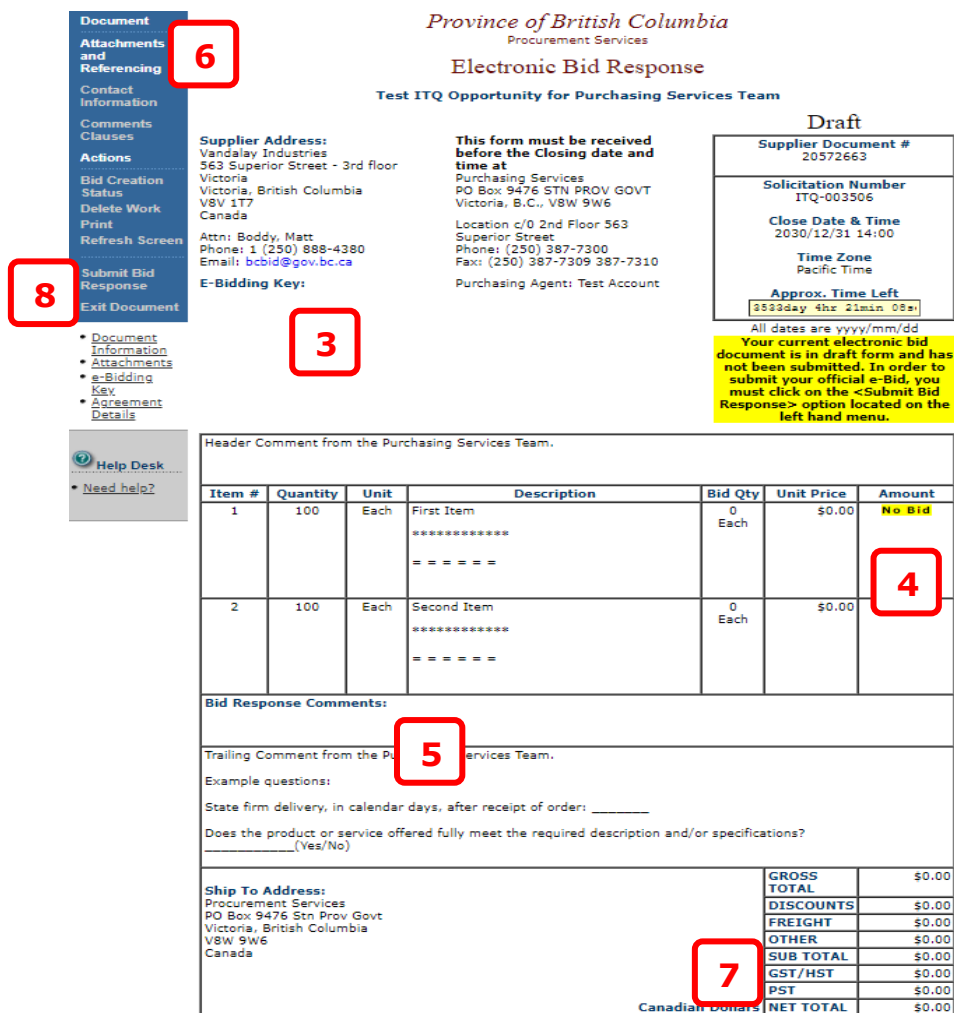
Log on with your username and password to [BC Bid](#).

Step 2 – Create Electronic Bid Response

Locate and open the Invitation to Quote. Click on **Bid Response** in the left-hand menu. Click the **Create** button, then read and agree to the Terms and Conditions of Use. An Electronic Bid Response form will be created.

Step 3 – eBidding Key

Click onto **eBidding Key** (see #3 in screenshot below). Enter your company's e-Bidding Key and click **Submit**. Note that the e-Bidding key must be entered correctly for your bid response to be valid.



Province of British Columbia
Procurement Services

Electronic Bid Response
Test ITQ Opportunity for Purchasing Services Team

Supplier Address:
Vandalay Industries
563 Superior Street - 3rd floor
Victoria
Victoria, British Columbia
V8V 1T7
Canada
Attn: Boddy, Matt
Phone: 1 (250) 888-4380
Email: bcbid@gov.bc.ca

This form must be received before the Closing date and time at
Purchasing Services
PO Box 9476 STN PROV GOVT
Victoria, B.C., V8W 9W6
Location c/o 2nd Floor 563
Superior Street
Phone: (250) 387-7300
Fax: (250) 387-7309 387-7310
Purchasing Agent: Test Account

Draft
Supplier Document # 20572663
Solicitation Number ITQ-003506
Close Date & Time 2030/12/31 14:00
Time Zone Pacific Time
Approx. Time Left 3533day 4hr 21min 08s
All dates are yyyy/mm/dd
Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Header Comment from the Purchasing Services Team.

Item #	Quantity	Unit	Description	Bid Qty	Unit Price	Amount
1	100	Each	First Item ***** =====	0 Each	\$0.00	No Bid
2	100	Each	Second Item ***** =====	0 Each	\$0.00	

Bid Response Comments:

Trailing Comment from the Purchasing Services Team.

Example questions:
State firm delivery, in calendar days, after receipt of order: _____
Does the product or service offered fully meet the required description and/or specifications?
_____(Yes/No)

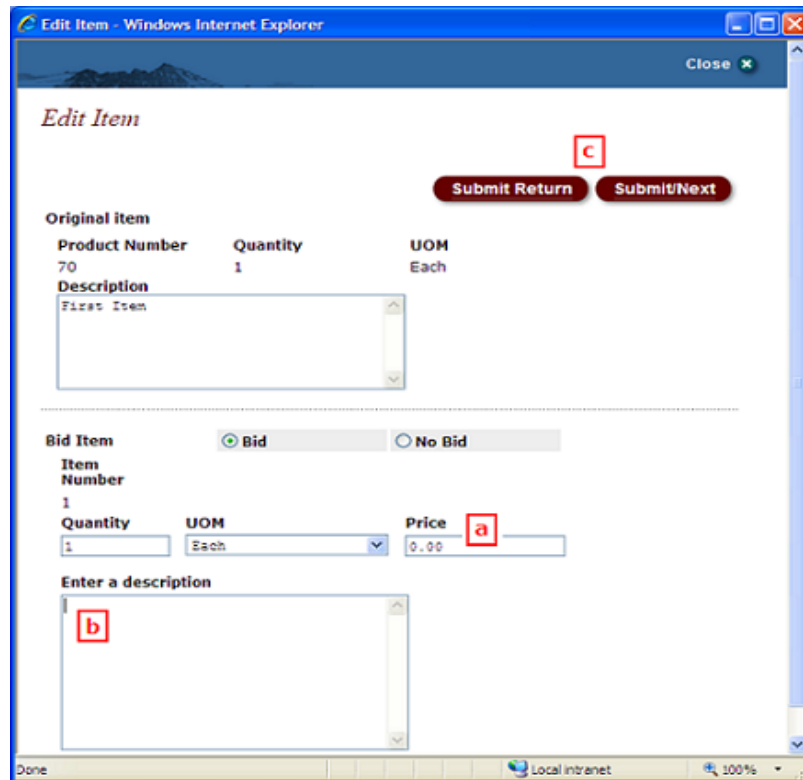
Ship To Address:
Procurement Services
PO Box 9476 Stn Prov Govt
Victoria, British Columbia
V8W 9W6
Canada

GROSS TOTAL	\$0.00
DISCOUNTS	\$0.00
FREIGHT	\$0.00
OTHER	\$0.00
SUB TOTAL	\$0.00
GST/HST	\$0.00
PST	\$0.00
NET TOTAL	\$0.00

Canadian Dollars

Step 4 – Enter Unit Prices

Click on to **No Bid**. Enter the unit price in (a), a description or additional information about the item if desired in (b) and then (c) click either **Submit Return** to return to the Electronic Bid Response form or **Submit/Next** to move to the next item. Please see screenshot below:




Step 5 – Bid Response Comments

The question(s) in the Trailing Comment Section on the Electronic Bid Response form are not fillable. Please provide your responses to the question(s) in the **Bid Response Comments** field, then click **Submit Return** to return to the Electronic Bid Response form.

Step 6 – Upload Attachment(s)

Click onto **Attachments and Referencing** in the left-hand menu and then scroll down below the dark blue menu to click on **Attachments**. Enter an **Attachment Title** in (A) and then click on the **Choose File** button to the right to find the document on your computer. Double-click on the file to return to the Attachments screen. Click **Submit Return** to upload the document to the BC Bid server.



An Attachments Exist will appear below your E-bidding Key. To double-check the document that has been uploaded, click onto the **Attachments Exist** link to open up the Attachments screen and then click onto the document icon to open the document.

Multiple documents can be uploaded unless otherwise specified in the opportunity. If there are more than six documents, upload the first six and click **Submit Return**. Click onto **Attachments Exist** and the six documents will be on the screen, followed by five empty spaces to upload more files. Additional spaces will continue to be added when all the spaces are filled. The file size limit for each individual file is 20 MB.

Step 7 – Discount, Freight and Taxes

Click onto **Discount** (or **Freight**) to open the Misc Charges screen. Enter in amounts as applicable and click on **Submit Return** to save the information and return to the Electronic Bid Response form.

Step 8 – Submit Bid Response

Click onto **Submit Bid Response**. Click **OK** on the information window to confirm the data is correct. To finalize the eBid on the Review/Approve screen, click the **Submit Return** button. **The Bid Response Receipt screen confirms that the eBid has been received by BC Bid**; a copy of the receipt is also sent by email.

For assistance, contact the BC Bid Help Desk at 250-387-7301 (Victoria, BC)

In Greater Vancouver and Elsewhere in B.C. call 1-800-663-7867
Outside B.C. call 604-660-2421 and ask to be transferred to the B.C. Bid Help Desk